



Make a Difference

MAINE

State Government

- Public Service
- Career Diversity
- Over 10,000 Employees
- Statewide Locations
- Benefits
- Retirement
- Paid Holidays
- Training
- Career Path
- Promotional Opportunities
- Part Time
- Full Time
- Seasonal Jobs

HOW TO APPLY

Clicking on the **APPLY NOW** link next to the job title on the Open Competitive Listing will bring you to the online application process.

ADDITIONAL INFORMATION

Your application evaluation results will be emailed to the address you use to login to your online account.

Qualified applicants will be placed on an Employment Register for this classification.

The Bureau of Human Resources reserves the right to use any scoring methods necessary to identify the most qualified candidates.

Career Opportunity Bulletin

PLANNING & RESEARCH ASSOCIATE I

Code: 003900

Pay Grade: 20 (\$15.05 - 20.28/hr.)

Open for Recruitment: July 1, 2013 - *Until Canceled*

JOB DESCRIPTION

This position conducts planning and research. As a Planning & Research Associate I, you will be responsible for collecting, analyzing, and presenting reports, facts, and statistics relevant to developing policies for effective resource utilization. Your work will involve the application of research principles in various phases of multi-faceted projects coordinated by a superior, or in a generally single functional area to provide a basis for planning programs.

Typical Duties

- Evaluates research and its implication for long-range plans, policies, and programs.
- Composes and does layout of reports or publications including formats, maps, graphs, charts, and other illustrative material.
- Researches topics of interest to the state, its regions, urban areas, and employment centers.
- Gathers, compiles, develops, and analyzes data for industrial development in the state.
- Drafts evaluation techniques and measures the adequacy of departmental planning, allocation, and monitoring procedures.
- Promotes, advises, consults, and coordinates planning activities at the local and regional levels.
- Surveys and applies remote sensing techniques to land use and natural resources inventories.
- Trains field staff in techniques, methods, and procedures for survey projects.

MINIMUM REQUIREMENTS

In order to qualify, you must have a six (6) year combination of education, training, and/or experience providing knowledge of the principles of research and planning.

Value of State-paid Dental Insurance: \$13.69 biweekly

Value* of State-paid Health Insurance:

- Level 1: 100% State Contribution (employee pays nothing): \$363.77 biweekly
- Level 2: 95% State Contribution (employee pays 5%): \$345.58 biweekly
- Level 3: 90% State Contribution (employee pays 10%): \$327.39 biweekly
- Level 4: 85% State Contribution (employee pays 15%): \$309.20 biweekly

*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2013.

Value of State's share of Employee's Retirement: 17.07% of pay.

Maine State Government is an Equal Opportunity/Affirmative Action Employer